

Naval Inspector General



Washington Navy Yard, DC

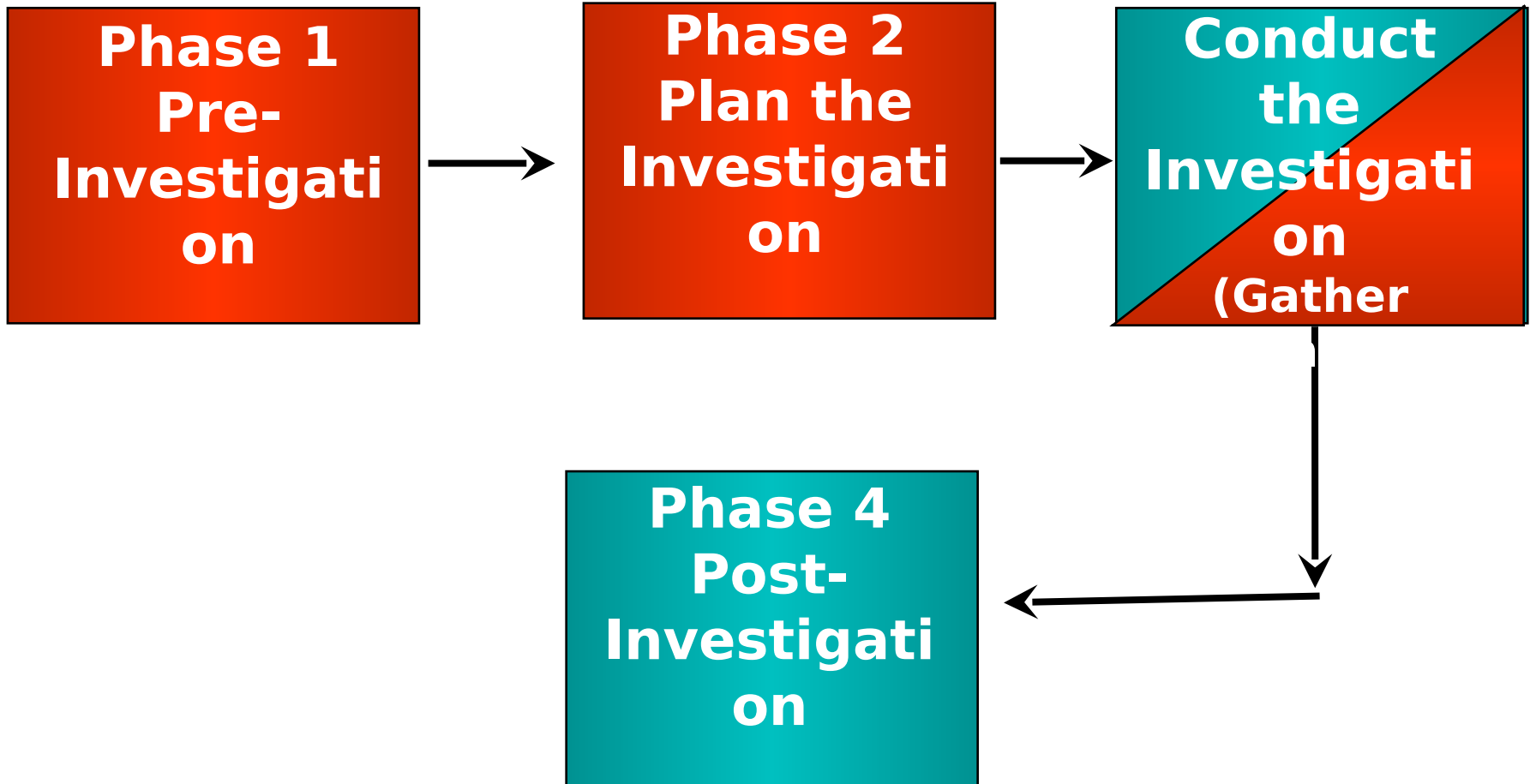


Conscience of the Navy...Making a Difference!



Phase 3: Conduct the Investigation

Complaint Resolution Procedure





Phase 3: Conduct the Investigation

Enabling Objectives

- Describe how to use the information you gather
- Describe the types of information used in an IG investigation
- Describe how to document the information gathered
- Describe the types of evidence



Phase 3: Conduct the Investigation

Complaint Resolution Procedure

Phase 1: Pre-Investigation

- Receive the Complaint**
- Analyze the Complaint**
- Draft the Allegation(s)**
- Determine the Action**
- Notify the Complainant**

Phase 2: Plan the Investigation

- Assign the IO**
- Mentor the IO**
- Prepare & Maintain the Plan**

Phase 3: Conduct the Investigation

Gather Information

- Interviewing**
- Write the Report**

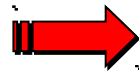
Phase 4: Post-Investigation

- Conduct Quality Review of the Report**
- Notify Complainant & Subject**
- Prepare the Case File for Closing**



Phase 3: Conduct the Investigation

Complaint Resolution Procedure



Gather information



Gather Information

- Use the information you gather to:
 - Establish and evaluate the facts
 - Prove or disprove the allegations
 - Draw conclusions
 - Make recommendations



Gather Information

3 Types

- 3 types of information you will gather:
 - Statements
 - Documents
 - Physical objects



Gather Information

- Statements
 - First-hand from witnesses
 - Accounting of what other people said
 - Distinguish between facts and opinion



Gather Information When & Why

- Documents
 - Gather early in the investigation
 - Prove existence (a contract)
 - Establish their contents



Gather Information

Types of Documents

- Documents include
 - Writings
 - Regulations and laws
 - Travel orders
 - Leave and earnings statements



Gather Information

Document the Evidence

- Identify documents
 - Record the date obtained
 - Note original vice copy and location
 - Identify custodian
- Can be primary source of information



Gather the Evidence Physical Objects

- Physical Objects
 - Photographs
 - Maps
 - Computer hard drives
 - Sketches and blueprints
 - Video tapes



Gather Information

Types of Evidence

- Categories of information you gather:

- Direct Evidence

DIRECT EVIDENCE

- Circumstantial Evidence

**CIRCUMSTANTIAL
EVIDENCE**

- Hearsay Evidence

HEARSAY



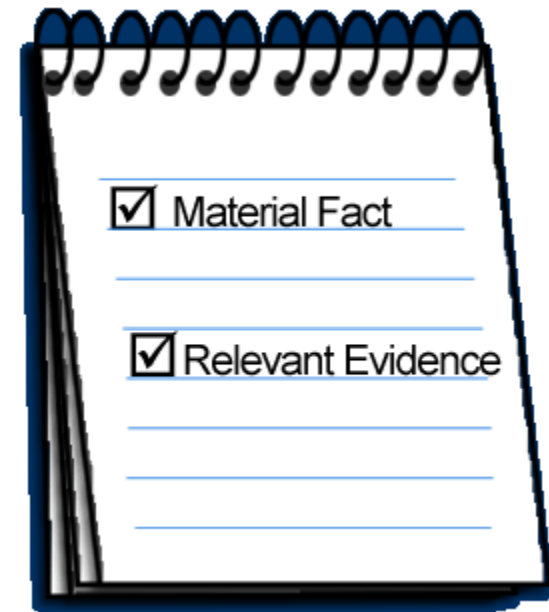
Gather Information Weigh the Evidence

- Investigating Officer (IO)
 - Determines amount and quality of information
 - Obtains 2 unbiased sources to establish the existence of any fact
 - Obtains statements of 2 witnesses or one witness and a credible document



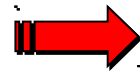
Gather Information Material & Relevant

- Material Fact v. Immaterial Fact
 - A fact is essential, or material, to the case when you need it to evaluate the issue
- Relevant v. Irrelevant Evidence
 - Use relevant information, which tends to make a material fact more or less probable, to prove or disprove an alleged fact





Phase 3: Conduct the Investigation Complaint Resolution Procedure



Gather information

Phase 3: Conduct the Investigation Gather Information

Questions??